

COUNTY OF ERIE NOTICE OF VACANCY

DEPARTMENT: Department Of Social Services
LOCATION: 95 Franklin Street, Buffalo, N.Y. 14202
TITLE OF POSITION: Community Resource Technician-Adult Protective Services *
SALARY RANGE: \$29,655 - \$37,290

The work involves obtaining home care and day care services for adult clients and maintaining supporting documents. The incumbent is responsible for performing a variety of tasks and is able to apply a professional demeanor and efficiency to facilitate the preparation, ordering and delivery of services and the preparation of documents. Work is performed under the supervision of a higher ranking supervisory employee. May supervise lower ranking employees. Does related work as required.

MINIMUM QUALIFICATIONS:

Completion of a minimum of sixty (60) semester credit hours at a regionally accredited or New York State registered college or university and two (2) years of work experience in dealing with the public.

SPECIAL REQUIREMENTS:

Eligibility for a New York State driver license at the time of application. Possession of the license and use of a private automobile required at time of appointment and throughout period of employment.

*Please note that this position is a competitive civil service title and requires that you take a civil service examination in the future. After the exam, selection for permanent appointment(s) will be made from reachable candidate(s) on the eligible list according to the NYS Civil Service Rule of Three.

If interested and meet the above qualifications, please forward resume to:

Mr. Marc Mueller Administrative Director-Services,
95 Franklin Street, Room 1350, Buffalo, NY 14202 or
you may email your resume to Marc.Mueller@erie.gov

This notice will be posted for the period April 24, 2015 through and including May 11, 2015.